

Exhibitor Service Manual

Dear Exhibitor,

We take great pleasure in notifying you that **CDS** has been selected as the "Official Service Contractor" for the Green CA Summit 2009. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

We offer a full range of services to assist you in maximizing the impact of your exhibit, from rental packages to experienced labor for installing or dismantling your booth. We are proud to be your partner.

Enclosed you will find important show information as well as order forms for services you may require. Direct questions regarding shipping, storage, labor, furniture and signs to:

Exhibitor Service Department
CDS
3559 Belgium Lane
San Antonio, TX 78219
210.581.9220 Fax: 800.677.8191

Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Attn: Rochell Goodrich
Green Technology
236 W Mountain Street, #105
Pasadena, CA 91103
626.577.5700 ext.268
Rochell@green-technology.org

Please note the various items being provided for each booth by Show Management (equipment listed on the Show Information page). Analyze your needs carefully and return your order forms with full payment before **Tuesday, March 3, 2009**, the discount deadline, to save money as well as ensure the availability of your item. Orders received without payment can not be processed.

Green CA Summit 2009
March 17-18, 2009
Sacramento Convention Center

Online Ordering is available! It is fast, easy and convenient!

Place your orders online at:
www.conventiondecorating.com



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VII. Shipping Information

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VIII. Supplemental Services - Please follow ordering instructions for the individual suppliers. Contact these suppliers directly regarding their services.

Audio/ Visual Order Form	<input type="checkbox"/> Ambiance Lighting Pros, Inc.
Electrical Order Form	<input type="checkbox"/> Edlen
Telephone & Internet Order Form	<input type="checkbox"/> Wombo Inc.

Show Information

Discount Deadline: Tuesday, March 3, 2009
Show Colors: Lime, Teal & Orange
Show Carpet: Facility is not carpeted.
Aisles will be carpeted in green.

Booth Information

Substitutions are not permitted. If you require alterations or additions please review the enclosed order forms. No credit or refund will be given for items not used.

Each 10X10 booth will be provided with:

- 8' tall lime, teal and orange background drape
- 3' tall side dividers
- 1 - 7"x44" ID Sign



In an effort to be environmentally responsible, we will be offering linen table coverings for the Green CA Summit. If you need to order additional tables, please see page 13 for ordering information.

Show Schedule - Subject to Change

Exhibitor Move In:	Monday, March 16, 2009	8:00 AM to 6:00 PM
	Tuesday, March 17, 2009	8:00 AM to 9:30 AM (Minimal)
Show Hours:	Tuesday, March 17, 2009	9:30 AM to 4:00 PM
	Wednesday, March 18, 2009	9:30 AM to 4:00 PM
Exhibitor Move Out:	Wednesday, March 18, 2009	4:00 PM to 9:00 PM
Driver Check-In By:	Wednesday, March 18, 2009	7:00 PM
Freight Re-Directed At:	Wednesday, March 18, 2009	8:00 PM

Assistance

If you have any questions or do not find what you are looking for in this packet, please call our Exhibitor Service Department **210.581.9220** or visit us online

www.conventiondecorating.com

**CDS will have a service desk in a convenient location
on show site if you require any further assistance.**

Frequently Asked Questions - FAQ's

▶ **WHAT IS MATERIAL HANDLING?**

Material handling includes receiving and unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored and then returned to the booth at the close of the show) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the Shipping Information section of this manual for further information.

▶ **HOW DO I SEND MY SHIPMENTS? IS THERE A PREFERRED CARRIER?**

You have two options in regards to sending your shipments. You can ship your freight in advance or you can ship it direct to show site. Shipments must be prepaid. **Collect shipments will be refused.** The official show carrier for this show is **CDS Logistics**. Call 210.581.9220 for rates.

▶ **WHAT IS THE DIFFERENCE BETWEEN ADVANCE AND DIRECT SHIPPING?**

Advance shipping is sending your materials, up to 30 days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during move-in. Delivery hours are 9:00 am - 3:00 pm, Monday thru Friday. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.

Direct shipping is sending your materials directly to show-site during the designated move-in times. There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to receive more materials.

▶ **WHEN DO I SHIP AND WHERE?**

Advance Shipping Address:

Green CA Summit 2009
UPGF Warehouse
c/o **CDS**
900 E Street
West Sacramento, CA 95605

**Advance shipments MUST be received by
Wednesday, March 11, 2009.**

Direct Shipments to Show Site:

Green CA Summit 2009
Sacramento Convention Center
c/o **CDS**
1400 J Street
Sacramento, CA 95814

**Direct shipments to arrive NO SOONER than
Monday, March 16, 2009.**

**ALL SHIPMENTS MUST HAVE "C/O CDS" ON THE LABEL.
SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.**

▶ **HOW DO I SHIP MATERIALS AFTER THE SHOW CLOSES?**

A **CDS** "Bill of Lading" is required on all outbound shipments. The "Bill of Lading" is available at the service desk. After your booth is packed, labeled and ready to be shipped please bring the completed "Bill of Lading" form back to the service desk. If you are not using **CDS Logistics**, our preferred out-bound carrier, you must call your designated carrier with pick up information. If your carrier fails to show up, your shipment will be re-directed through **CDS Logistics** and the discount rate will not apply. A CDS representative will be available at show site for further questions.

▶ **HOW DO I PLACE MY ORDER?**

- Order online at www.conventiondecorating.com
- Mail in your order forms and full payment to:
CDS * 3559 Belgium Lane * San Antonio, TX 78219
- Fax in your order with the "Credit Card Authorization" form to: **800.677.8191** Attn: Exhibitor Services

Orders will not be processed without full payment. Please review our "Payment Policies" for detailed information. Don't forget to keep a copy of your order for your records.

For orders going to other "**official suppliers**" (i.e. audio visual, floral, electrical, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.



Shipping Quote



Need a Quick Quote for Shipping?
Let us take the weight off your shoulders...

CDS Logistics is the official show carrier for the

Green CA Summit 2009
March 17-18, 2009
Sacramento Convention Center

Fax your shipping information to CDS at 800-677-8191.
We will provide a quote today!

CDSL offers competitive solutions for all of your logistics needs.
Shipments are tracked multiple times daily.
CDSL can manage your inbound and outbound shipments.

Inbound

Pickup Zip Code _____

Delivery Zip Code _____

Approximate Weight _____

Outbound

Pickup Zip Code _____

Delivery Zip Code _____

Approximate Weight _____

Exhibitor Name _____

Exhibitor Email or Phone _____

Company _____ Booth # _____

Limits of Liability

▶ **Responsibility for Labor**

- **CDS**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lock-outs or work stoppages of any kind.
- **CDS**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **CDS** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **CDS** or its subcontractors.
- **CDS**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **CDS** within (30) thirty days after the close of the show, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **CDS** or its subcontractors more than one year after the accrual of the action.
- **CDS** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **CDS** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

▶ **Material Handling**

- **CDS** will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.
- **CDS** will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at show close.
- **CDS** is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as found when we remove from exhibit hall. **CDS** recommends all valuable items be covered by YOUR insurance company to protect against theft.
- Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by **CDS**.
- Make certain all of your materials are properly insured against fire, theft, and all hazards while in transit, to and from your booth and for the duration of the exhibition. This may be done with "riders" to existing insurance policies.
- Material handling includes unloading your exhibit materials, storage for up to 30 days at the advance shipping address, delivery to your booth, the handling of empty containers into and out of storage, and the removal of the material from your exhibit booth for reloading onto outbound carriers. This is not a transportation charge.
- Do not send advance freight for Saturday delivery, there is no guarantee someone will be there to receive it. Make sure your freight arrives during normal business hours.
- If you are sending materials direct to show-site, please make sure it does not arrive prior to the deadline specified. Materials arriving prior to the deadline will be REFUSED.
- **CDS** "Bill of Lading" must be filled out at close of show. "Bill of Lading" is available at the service desk during your event.

▶ **Payment Terms**

- In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed "Credit Card Authorization" form with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- Pre-payments will be indicated, and any balance due must be paid in full by cash, credit card or check.
- All **inquiries must be resolved and completed before you leave the show.**

▶ **Questions and Adjustments**

- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **CDS** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **CDS** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- Items **cancelled or changed after Tuesday, March 3, 2009 will be charged 50% of the original price.**

▶ **Orders**

- All advance orders must be paid in full at the time the order is placed. Advance orders accompanied with full payment by deadline for services and rentals are discounted to your advantage.
- Orders **received without payment will not be processed. Payment for all show-site orders will be due and payable upon presentation of our invoice at the show.**
- Services ordered at show site will not be processed without full payment.

Payment Policies

To qualify for discount prices, full payment must be included with your advance order and must be received by the discount deadline. Please submit the signed "Credit Card Authorization" form or a check with your order.

▶ **Adding Tax to Your Order**

1. Use the enclosed Order Recap to help add up your order, and get your subtotal.
2. Add the 2% Petroleum Surcharge to your order subtotal.
3. Add the appropriate 7.75% Sales Tax to your subtotal. To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold. Items cancelled or changed after Tuesday, March 3, 2009 will be charged 50% of the original price.

▶ **Payment Options**

1. *Advance Payment by check...* Attached with your order forms. The "Credit Card Authorization" form should be submitted for any additional charges incurred at show-site. All checks should be made payable to:

CDS

3559 Belgium Lane • San Antonio, TX 78219

Ph: 210.581.9220 • Fax: 800.677.8191

RE: Green CA Summit 2009

2. *Credit Card...* MasterCard, Visa or American Express. To accept charges, we need a completed "Credit Card Authorization" form. **CDS** must receive this form by Tuesday, March 3, 2009 to qualify for the advanced pricing.

▶ **Show-Site Orders**

All show-site orders including labor and material handling must be paid before close of the show. For your convenience, we accept Visa, MasterCard or American Express, as well as checks, travelers checks and cash. Orders received after the deadlines or made at the service desk during the show will be billed at standard prices. Services ordered at show site will not be processed without full payment.

▶ **Advance Orders (Discount Rate)**

To process your order and receive advance prices, payment in full either by cash, check, or credit card must accompany your order. Purchase orders do not qualify for the discount prices.

Advance orders will receive a 20% discount on booth furnishings. Advance payment for material handling should be based on estimated weight. Advance payment for labor should be based on estimated installation and dismantling hours.

▶ **Third Party Orders**

If you have contracted work through a display/exhibit house and require the services of **CDS**, the payment policies stated above apply. Please forward this information to the proper parties.

▶ **International Exhibitors**

International exhibitors must pay for all services in US funds and must be drawn on a US bank. All charges must be paid in full prior to the close of the show either by cash, credit card or check. Wire transfers must include a \$20.00 (US) transfer fee.

▶ **Material Handling/Labor Orders/ Rigging Orders/Forklift, Etc.**

If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the "Credit Card Authorization" form. Our services will not be performed unless we have some form of pre-payment in our files. If you require rigging or dismantling labor on move-out, charges will be applied to your credit card.

Credit Card Authorization

This form authorizes **CDS** to charge to your credit card account the amount of your advance/floor orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your representative. Please complete the information requested below and return this form with your order.

I AGREE TO THE CONDITIONS STATED IN THIS MANUAL AND THE ABOVE PARAGRAPH .

Company Name:																	
Cardholders Name:	Booth#:																
Credit Card #:	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																
Type of Card:	<input type="checkbox"/> Visa <input type="checkbox"/> Master card <input type="checkbox"/> American Express Exp. Date: <table border="1" style="width: 50px; height: 20px;"><tr><td></td></tr></table>																
Billing Address:																	
City, State, Zip:																	
Phone Number:	Fax:																
Customer Signature:																	

☐ A check is being sent to cover all expenses, use card only for show-site services and remaining balances.

If paying by check, make payable to:
Mail order forms and full payment to:

CDS
3559 Belgium Lane
San Antonio, TX 78219
Ph: 210.581.9220 Fax: 800.677.8191
RE: Green CA Summit 2009

Fax orders with full payment to: 800.677.8191 Attn: Exhibitor Service Department.

***Items cancelled or changed after Tuesday, March 3, 2009 will be charged 50% of the original price.**

Your signature on this form authorizes CDS to
charge any pre-order requests, on-site order re-
quests and all material handling charges

Third Party Payment

CDS will present invoices to third parties at show-site for payment of all services rendered to exhibitors under the following conditions.

1. The Exhibitor is required to complete the "Exhibitor Appointed Contractor" EAC form located in this Exhibitor Service Manual.
2. The payment of the third party must be acceptable to **CDS**. Also the credit card information below must be completed and submitted to **CDS** as a deposit prior to the show.
3. If there is any doubt who is to be invoiced for a service, the charge will be issued to the exhibitor. The exhibiting firm is ultimately responsible for the payment of charges. If the EAC requires **CDS** to fax an invoice from the convention facility, a \$10.00 service fee will be added.
4. The following form is to be completed, signed and returned by both parties by the discount deadline date. Otherwise, the request will not be approved.

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show-site, such charges will be presented to the exhibiting firm for payment.

ALL INVOICES MUST BE RESOLVED BY THE CLOSE OF THE SHOW.

Fill out this form completely and return to **CDS**

Exhibiting Company:										Booth:									
Authorized Name & Title:										Authorized Signature:									
Display House Name Third Party Payer:																			
Authorized Name & Title:										Authorized Signature:									
Complete Address:																			
City, State, Zip																			
Phone:										Fax:									
Items being billed to Third Party: <input type="checkbox"/> Material Handling <input type="checkbox"/> Furnishings <input type="checkbox"/> Display Labor <input type="checkbox"/> All Services <input type="checkbox"/> Other _____																			
Credit Card #:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiration:										Type of Card:									
Name on Card:										Signature:									
Company Name:																			
Billing Address:																			
City, State, Zip:																			
Phone:										Fax:									
Email:																			

Exhibitor Appointed Contractor – EAC

CDS has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning and installation & dismantling of exhibit materials.

An Exhibitor Appointed Contractor (EAC) is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site and does not represent one or more of the Official Contractors.

Rules and Regulations:

1. Each representative of an EAC must physically pick-up, in person, an "Exhibit Crew" badge at the **CDS** Service Center. If an EAC representative does not have any identification which verifies her/his employment by the EAC, she/he must be accompanied to the **CDS** Service Desk by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling her/his obligations, the representative of an EAC shall adhere to the regulations set up by the Hall and Show Management regarding entrance. It is the responsibility of the Exhibitor to see that each representative of an EAC abides by the official Rules and Regulations of this exposition.
3. The representative of an EAC shall have a true and valid order for services from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of an EAC will share with the official service contractor all reasonable costs related to her/ his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

Important

It is the responsibility of each Exhibiting Firm utilizing an EAC to complete and return this form along with a Certificate of Insurance" which names **CDS** as additionally insured for each EAC firm being utilized. Note: The EAC must maintain at least \$1 million in employer's liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

Form must be received by: Tuesday, March 3, 2009

If this form and the "Certificate of Insurance" are not received by Tuesday, March 3, 2009 the Exhibitor or EAC will be required to order labor from **CDS. Please clearly note Company Name and Show Name on the "Certificate of Insurance" form.**

Information in this box must be filled out

Exhibiting Firm: _____ Booth #: _____

Authorized Name & Title: _____ Signature: _____

Full name of EAC: _____

Address of EAC: _____

City, State, Zip: _____

Authorized EAC Name: _____ Signature: _____

Authorized EAC Title: _____ EAC Representative/Show-Site: _____

Phone: _____ Fax: _____

Type of Service being performed : _____



Order Recap

Deadline: Tuesday, March 3, 2009

This form is optional

1. Please use this form to combine all of your **CDS** order forms and transfer the totals from the bottom of each page onto this form.
2. Complete the "Credit Card Authorization" form and if applicable the "Third Party Payment" and "Exhibitor Appointed Contractor (EAC)" forms.
3. Please fax your order and "Credit Card Authorization" form to **CDS** at 800.677.8191 or mail your order and payment to:

CDS
3559 Belgium Lane, San Antonio, TX 78219
PH: 210.581.9220
RE: Green CA Summit 2009

Full payment for services must accompany your order to qualify for the advance (discount) order prices. All orders received without payment after the discount deadline date or at the Exhibitor Service Desk at show-site will be charged at floor order prices (standard prices).

Non-Taxable Services

Booth Package:	\$ _____
Furniture I:	\$ _____
Furniture II:	\$ _____
Carpet Order:	\$ _____
Booth Cleaning:	\$ _____
Floral:	\$ _____
Luxury Furniture:	\$ _____
Rental Packages:	\$ _____
Custom Design-Metalli	\$ _____
POV:	\$ _____
Hanging Banner/ Sign:	\$ _____
Forklift:	\$ _____
Labor:	\$ _____
Vehicle Spotting:	\$ _____
Material Handling:	\$ _____

Taxable Services

Signs and Banners:	\$ _____
Subtotal:	\$ _____
Petroleum Surcharge (2% of Order Subtotal)	\$ _____
7.75% Sales Tax:	\$ _____
GRAND TOTAL:	\$ _____

Thank you for ordering!



Booth Package

Deadline: Tuesday, March 3, 2009

Booth packages are budget friendly as well as utilitarian, combining the essential booth accessories at one low cost rental price.



This package is only available for orders received with full payments by the above deadline.

If your package order is not received by the above deadline, each item must be ordered separately from the "Furniture and Accessories" order forms at the standard prices. No exceptions can be made.

Cost: \$230.00 per package x _____ (Number of packages) = \$ _____

Orders must be accompanied by full payment.

Terms

- The above cost is for advance pre-orders only.
- Full payment must accompany all orders.
- Items canceled after installations WILL NOT be refunded.

Booth Package Total \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Furniture & Accessories I

Discount Deadline: Tuesday, March 3, 2009

Skirted Display Tables - All tables are 24" wide, skirted on 3 sides in the color chosen and topped with white vinyl. The 4th side of 4' tables are skirted.

Standard Height (30" High)





Item #	Description	Discount	Standard	QTY	Total
190021	4' long 30" high	86.00	\$104.50	_____	\$ _____
190023	6' long 30" high	\$105.00	\$126.50	_____	\$ _____
190027	8' long 30" high	\$121.50	\$146.75	_____	\$ _____
190002	Table Linen Only	\$63.00	\$78.75	_____	\$ _____

Counter Height (42" High)

190022	4' long 42" high	\$116.50	\$145.50	_____	\$ _____
190025	6' long 42" high	\$132.00	\$164.50	_____	\$ _____
190029	8' long 42" high	\$151.50	\$189.75	_____	\$ _____
190005	Table Linen Only	\$63.00	\$78.75	_____	\$ _____

***Show colors will be chosen on orders with no preference indicated.**

Color Choice _____

Linen Table Skirt Colors			
	Green		White
	Black		Blue



In an effort to be environmentally responsible, we will be offering linen table coverings for the Green CA Summit.

Unskirted Display Tables - 24" wide tables topped in white vinyl

Item #	Description	Discount	Standard	QTY	Total
190003	4' long 30" high	\$50.25	\$62.75	_____	\$ _____
190006	6' long 30" high	\$62.25	\$77.50	_____	\$ _____
190010	8' long 30" high	\$73.75	\$91.00	_____	\$ _____
190004	4' long 42" high	\$71.75	\$87.00	_____	\$ _____
190008	6' long 42" high	\$82.50	\$102.25	_____	\$ _____
190012	8' long 42" high	\$89.25	\$111.75	_____	\$ _____

Round Display Tables - 30" diameters, tables are unskirted.

Item #	Description	Discount	Standard	QTY	Total
190014	Café Table 30" high	\$69.00	\$82.75	_____	\$ _____
190015	Cocktail Table 42" high	\$87.75	\$105.50	_____	\$ _____
190016	Coffee Table 17" high	\$69.00	\$82.75	_____	\$ _____

Total: \$ _____

Grand Total \$ _____



Company: _____ Booth: _____ Contact: _____ Phone: _____

Furniture & Accessories II

Discount Deadline: Tuesday, March 3, 2009

Chairs



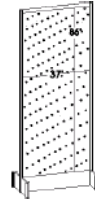
30002



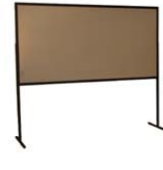
30003



30004



120003



120004

Miscellaneous Accessories



120010



120013



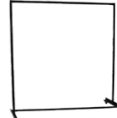
120014



120022



140002



140004



140005



140006



140007



Item #	Description	Discount Price	Standard Price	QTY	Total
30002	Fiberglass side chair (gray plastic)	\$46.75	\$58.75		\$
30003	Modular High Stool (Gray fabric—29" from floor to seat)	\$74.25	\$93.00		\$
30004	Padded arm chair Check one: <input type="checkbox"/> Black <input type="checkbox"/> Burgundy	\$66.00	\$82.50		\$
120003	4' x 8' Pegboard Check one: <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	\$186.75	\$233.50		\$
120004	4' x 8' Tack board Check one: <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	\$167.50	\$201.00		\$
120015	2' x 8' Gridwall	\$62.25	\$77.50		
120010	Computer Pedestal	\$272.75	\$341.25		\$
120013	Easel	\$28.50	\$35.50		\$
120014	Fish Bowl	\$27.00	\$32.50		\$
120022	Wastebasket	\$15.00	\$18.00		\$
120029	Arm Light	\$57.75	\$72.00		
140002	Bag Rack	\$88.25	\$110.00		\$
140004	Garment Rack	\$88.25	\$110.00		\$
140005	Garment Rack - 2 Arm	\$88.25	\$110.00		\$
140006	Garment Rack-4 Arm (Waterfall)	\$88.25	\$110.00		\$
140007	Literature Rack I	\$97.00	\$118.50		\$
140008	Literature Rack II	\$135.00	\$162.00		\$
190031	4' Tabletop Riser (12" w x 12" h)	\$51.75	\$64.75		\$
190032	6' Tabletop Riser (12" w x 12" h)	\$62.50	\$78.25		\$
190033	8' Tabletop Riser (12" w x 12" h)	\$73.25	\$91.75		\$
				Total:	\$
				Grand Total	\$

Company: _____ Booth: _____ Contact: _____ Phone: _____

Carpet Order Form



Discount Deadline: Tuesday, March 3, 2009

CDS provides quality carpet at competitive prices. The carpet will be delivered clean and installed (only front edge is taped) in your booth prior to your move-in.

We offer custom carpet, as well as standard booth carpeting. Please use this order form for all of your carpeting needs. If you have any questions please call our Exhibitor Service Department.

Standard Carpet

Item #	Description	Discount	Standard	QTY	Total
10002	10' X 10' carpet	\$126.00	\$157.25	_____	\$ _____
10003	10' X 20' carpet	\$230.25	\$287.50	_____	\$ _____
10004	10' X 30' carpet	\$334.00	\$417.50	_____	\$ _____
10005	10' X 40' carpet	\$439.25	\$549.00	_____	\$ _____
10006	10' X 50' carpet	\$543.25	\$679.25	_____	\$ _____

If color is not indicated, show color will be used. Please use colors as a reference.

Color Choice _____

Carpet Colors	
	Red
	Forest Green
	Burgundy
	Royal Blue
	Black
	Gray
	Plum
	Teal

Custom Cut Carpet & Plush Carpet

Our standard carpet, cut to your specifications. Custom cut carpet orders must be received by the discount deadline or may not be honored. **Custom cut carpet orders canceled less than two weeks prior to move-in will be billed at 100%.**

Booth Dimensions: _____ X _____ = _____ Total SQ FT
 _____ Total SQ FT X \$2.75 per SQ FT = \$ _____

Plush 100% nylon pile custom carpet. Custom carpet orders must be received by the discount deadline or may not be honored. **Custom carpet orders canceled less than 2 weeks prior to move-in will be billed 100%.**

Booth Dimensions: _____ X _____ = _____ Total SQ FT
 _____ Total SQ FT X \$4.00 per SQ FT = \$ _____

If color is not indicated, show color will be used. Please use colors as a reference.

Color Choice _____

Custom Colors	
	Red
	Forest Green
	Burgundy
	Navy Blue
	Black
	Silver Mist
	Charcoal Gray
	Teal

Carpet Pad/Taping

Item #	Description	Discount	Standard	QTY	Total
10007	Carpet Padding per sq ft	\$0.70 sq ft	\$0.90 sq ft	_____	\$ _____
10010	Taping per linear ft	\$0.70 ft	\$0.90 ft	_____	\$ _____
	Please check: <input type="checkbox"/> left <input type="checkbox"/> right <input type="checkbox"/> rear			_____	
10011	Visqueen per sq ft	\$0.55 sq ft	\$0.65 sq ft	_____	\$ _____

Carpet Total \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Cleaning Order Form



Vacuuming of booths and emptying of wastebaskets is not included in your booth space rental. If you require these services please use this order form.

All rental carpets are delivered clean to your booth space, however during set-up the carpet may become dirty. We strongly recommend that you order cleaning service at least once prior to show opening.

CARPET VACUUMING

✓	Description	# of Days	Booth Size per SQ FT	Price Per SQ FT	Total
_____	Vacuum Once Prior to Show Opening	1	X _____ X	\$0.35 =	\$ _____
_____	Vacuum Daily (includes prior)	_____	X _____ X	\$0.32 =	\$ _____

PORTER SERVICE

Visit Exhibit Space at Two Hour Intervals During Show Hours (pick up trash, empty wastebaskets, spot clean, etc)

✓	Description	Show Days	Per Day	Total
_____	Up to 300 SQ FT	_____ X	\$128.00 =	\$ _____
_____	300—500 SQ FT	_____ X	\$172.75 =	\$ _____

**For booths over 500 SQ Ft please call Exhibitor Services for a quote.*

Cleaning Total \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Floral



130009

Discount Deadline: Tuesday, March 3, 2009

Plant and floral arrangements can significantly enhance your exhibit space. We offer numerous plants, flowers and arrangements as a service to exhibitors with little to no hassle. Our prices include the container and maintenance when needed, as well as delivery and pick up. Please call our Exhibitor Service Department if you have any questions or are interested in items that may not be listed. Make sure you order in advance to avoid the high cost of ordering at show site.

Plants

Item #	Description	Advanced	Standard	QTY	Total
130004	3' Plants	\$68.50	\$85.50	_____	\$ _____
130005	4' Plants	\$80.75	\$100.75	_____	\$ _____
130006	5' Plants	\$93.25	\$116.50	_____	\$ _____
130007	6' Plants	\$105.75	\$132.00	_____	\$ _____
130010	Ferns	\$49.75	\$62.25	_____	\$ _____

Cut Flower Arrangements

Item #	Description	Advanced	Standard	QTY	Total
130002	12" High	\$68.50	\$85.50	_____	\$ _____
130003	24" High	\$87.00	\$108.75	_____	\$ _____

Blooming Plants

Item #	Description	Advanced	Standard	QTY	Total
130008	Azaleas	\$49.75	\$62.25	_____	\$ _____
130009	Bromeliads	\$49.75	\$62.25	_____	\$ _____
130011	Mums	\$49.75	\$62.25	_____	\$ _____

Floral Total \$ _____

Grand Total \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____

Signage Order Form

Discount Deadline: Tuesday, March 3, 2009

High-quality signs and graphics will enhance the overall image of your booth. Our sign department at CDS is driven to excellence and strives to produce the highest quality signs and graphics. Our state-of-the-art equipment creates precision graphics that will stand out on the show floor. Please call us if you have any questions.

Signage Rates

Price includes eight (8) words and the price is based on white show card with black, red, blue or burgundy lettering.

Item #	Size	Discount	Standard	QTY	Total
170007	7" X 11"	\$33.00	\$49.50		\$
170008	9" X 11"	\$40.00	\$60.00		\$
170002	11" X 14"	\$45.00	\$67.50		\$
170003	14" X 22"	\$50.00	\$75.00		\$
170004	22" X 28"	\$78.00	\$106.00		\$
170005	28" X 44"	\$117.00	\$150.00		\$
170006	40" X 60"	\$150.00	\$200.00		\$
170009	Each additional word		\$2.50		\$
170010	Easel back		\$10.00		\$

Banner Rates

(Minimum order of \$100.00. Colored backgrounds are an additional 20%)

Item #	Description	Discount	Standard	QTY	Total
170013	Vinyl banner with grommets white background	\$11.00 sq ft	\$15.00 sq ft		\$
170019	One Color Logo (EPS Format)	\$50.00	\$65.00		\$
170020	Two Color Logo (EPS format)	\$75.00	\$97.50		\$

Please use this box to write your copy if you are not sending graphics. Indicate whether you want your sign to be horizontal or vertical.

Copy:

Letter Color _____

Show card Color _____

**Please call us for
quotes on foam core,
cortex and other sign
materials. Special
show card colors and
lettering for logo work,
special designs and
cut-out letters are
available.
210-581-9200**

Signage Total \$ _____

Sales Tax 7.75% \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Luxury Furniture

SOFAS AND SECTIONALS



SOM- Key West Sofa



SED- Newport 3 piece



SO1- South Beach Sofa



SOC- Lisbon Sofa



SOK- Rio Sofa



SO2- South Beach 3 piece

LOVESEATS



LSM- Key West Loveseat



LSC- Lisbon Loveseat



LSD- Newport Loveseat

CLUB CHAIRS



CHC- Lisbon Club Chair



COD- Newport Corner Chair



CHD- Newport Armless Chair



CHK- Rio Club Chair

OCCASIONAL CHAIRS



OCH- Barcelona, Black



OCB- Key West



OCC- Stage Chair, Camel



OCR- Stage Chair, Red



OCL- Cappuccino



OCZ- Stage Chair, Beige



OCY- Stage Chair, Onyx



OCA- T-Vac

Luxury Furniture

OTTOMANS



CCB



OTQ



OTK



PWM



CCW



OTH



OTL



OTS



CCZ



OTC, OTE (Lemon and Raspberry Only)



OTN



OTP



OTD (Blueberry Only)



PWB

END TABLES



E1F



E1K



E1D



E1C



E1E



E1M

COCKTAIL TABLES



C1F



C1K



C1D



C1C



C1E



C1M

Luxury Furniture

CONFERENCE TABLES



CB2, CB3



CB1



CE1



CF1



CG1



CD2, CD3



CD1



CE2



CF2

CAFE TABLES (29" H)



30" Café Table with Standard Base
 ZTK- Maple
 ZTJ- Graphite Nebula
 ZTB- Brushed Red
 ZTC- Brushed Blue
 ZTF- Metallic Silver



30" Café Table with Tulip Base
 XTK- Maple
 XTJ- Graphite Nebula
 XTB- Brushed Red
 XTC- Brushed Blue
 XTF- Metallic Silver

36" Café Table with Standard Base
 ZTP- Maple
 ZTN- Graphite Nebula
 ZTM- Grey Nebula

36" Café Table with Tulip Base
 XTP- Maple
 XTN- Graphite Nebula
 XTM- Grey Nebula

BAR TABLES (42" H)



30" Bar Table with Standard Base
 VTK- Maple
 VTJ- Graphite Nebula
 VTB- Brushed Red
 VTC- Brushed Blue
 VTF- Metallic Silver



30" Bar Table with Tulip Base
 WTK- Maple
 WTJ- Graphite Nebula
 WTB- Brushed Red
 WTC- Brushed Blue
 WTF- Metallic Silver

36" Bar Table with Standard Base
 VTP- Maple
 VTN- Graphite Nebula
 VTM- Grey Nebula

36" Bar Table with Tulip Base
 WTP- Maple
 WTN- Graphite Nebula
 WTM- Grey Nebula

CONFERENCE, STACKING & UTILITY CHAIRS



DF1-Altura Drafting Stool



SY1-Altura, Task Chair



C04- Iso



XC3- Luxor, Blk Leather



SC5- Tilt Executive



XC6-Altura, Black Crepe



SC2-Brewer, Gry/Chrome



SC4- Jetson



SC6- Manhattan



XC4-Altura, High Back



SC3- Brewer, Onyx/Blk



XC2- Luxor, Mid Back



SC1- New York



XC5- Altura, Mid Back



SC8- Flex



XC1- Luxor, High Back



SC9-Panton

Luxury Furniture

BARSTOOLS



BSS- Banana, Black/Chrome



BSL- Gin, Maple/Chrome



BS1- Ohio, Red/Chrome



BS3- Ohio, Grey/Chrome



BSD- Oslo, Blue



BST- Banana, White/Chrome



BSN- Jetson, Black



BS2- Ohio, Black/Chrome



BSC- Oslo, White

BARS



BR1- Martini Bar Counter



BRC- Martini Bar Circle (3)



SUGGESTED USE OF MARTINI BAR

DESKS, CREDENZAS, BOOKCASES AND FILES



VF2



VF4

LAMPS



LAF, LAD, LAE



LA1



LA2

Luxury Furniture

TRAINING ROOM



CP5



CP3



WD2



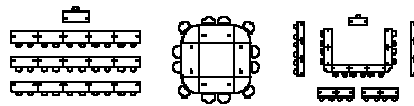
PO1



CP4



CP3 & CP4, Combination



SUGGESTED USES OF TRAINING TABLE AND CONNECTING WEDGE

PRODUCT DISPLAY



ET2



PDL



PDF



ET1



PDH



PDK

REFRIGERATORS



R1Q



R1R

Green CA Summit 2009
March 17-18, 2009
Sacramento Convention Center

Luxury Furniture Order Form I

SOFAS AND SECTIONALS						
Item	Description	Dimensions	Discount	Standard	Qty	Total
SOM	Key West, Black Sofa	85"L 35"D 33"H	\$407.50	\$489.00		
SOC	Lisbon, Black Leather Sofa	88"L 36"D 34"H	\$714.00	\$857.00		
SED	Newport, Charcoal Leather, 3 piece	113"L 34"D 33"H	\$1041.75	\$1250.00		
SOK	Rio, Blue Suede/Chrome Leg Sofa	76"L 34"D 33"H	\$424.25	\$509.25		
SO1	South Beach, Platinum Suede Sofa	69"L 29"D 33"H	\$462.00	\$554.50		
SO2	South Beach, Platinum Suede, 3 piece	152"L 40"D 33"H	\$1008.00	\$1209.75		
LOVESEATS						
LSM	Key West, Black Loveseat	57"L 35"D 33"H	\$361.25	\$433.50		
LSC	Lisbon, Black Leather Loveseat	64"L 36"D 34"H	\$483.00	\$579.75		
LSD	Newport, Charcoal Leather Loveseat	54"L 34"D 33"H	\$465.25	\$558.25		
CLUB CHAIRS						
CHC	Lisbon, Black Leather	40"L 36"D 34"H	\$355.00	\$426.00		
CHD	Newport, Charcoal Leather, Armless	24"L 34"D 33"H	\$256.25	\$307.50		
COD	Newport, Charcoal Leather, Corner	34"L 34"D 33"H	\$319.25	\$383.25		
CHK	Rio, Blue Suede/Chrome Legs	39"L 34"D 33"H	\$304.50	\$365.50		
OCCASIONAL CHAIRS						
OCH	Barcelona, Black	30"L 31"D 35"H	\$556.50	\$668.00		
OCL	Cappuccino		\$253.25	\$303.75		
OCB	Key West, Black Tub Chair	31"L 31"D 31"H	\$296.25	\$355.50		
OCZ	Stage Chair, Beige	24"L 26"D 36"H	\$138.75	\$166.50		
OCC	Stage Chair, Camel	24"L 26"D 36"H	\$138.75	\$166.50		
OCY	Stage Chair, Onyx	24"L 26"D 36"H	\$138.75	\$166.50		
OCR	Stage Chair, Red	24"L 26"D 36"H	\$138.75	\$166.50		
OCA	T-Vac, Translucent/Chrome	25"L 23"D 30"H	\$206.00	\$247.00		
OTTOMANS						
CCB	Circle, Black	72"L 72"D 17"H	\$447.50	\$537.00		
CCW	Circle, White	72"L 72"D 17"H	\$447.50	\$537.00		
CCZ	Circle, Black and White	72"L 72"D 17"H	\$447.50	\$537.00		
OTH	Black Leather	17"L 17"D 18"H	\$84.00	\$101.00		
OTC	Lemon	17"L 17"D 18"H	\$77.75	\$93.25		
OTD	Blueberry	17"L 17"D 18"H	\$77.75	\$93.25		
OTE	Raspberry	17"L 17"D 18"H	\$77.75	\$93.25		
OTK	Half Round, Black Leather	72"L 36"D 17"H	\$287.75	\$345.25		
OTL	Half Round, White Leather	72"L 36"D 17"H	\$287.75	\$345.25		
OTM	Bench, Black Leather	24"L 60"D 17"H	\$275.25	\$330.25		
OTN	Bench, White Leather	24"L 60"D 17"H	\$275.25	\$330.25		
PWB	Pinwheel, Black and Red	10'7"L 10'7"D 17"H	\$941.00	\$1129.00		
PWM	Pinwheel, Black, White and Red	10'7"L 10'7"D 17"H	\$969.25	\$1163.00		
OTS	South Beach, Platinum Suede Wedge	25"L 31"D 18"H	\$178.50	\$214.25		
OTP	Square, Black Leather	40"L 40"D 17"H	\$245.75	\$295.00		
OTQ	Square, White Leather	40"L 40"D 17"H	\$245.75	\$295.00		

Company: _____ Booth: _____ Contact: _____ Phone: _____



Luxury Furniture Order Form II

END TABLES						
E1F	Black Geo	26"L 26"D 20"H	\$167.00	\$200.50		
E1C	Chrome Geo	26"L 26"D 20"H	\$172.25	\$206.75		
E1K	Inspiration	24"L 28"D 22"H	\$213.25	\$256.00		
E1E	Silverado	24"RND 22"H	\$183.75	\$220.50		
E1D	Soho, Steel Base/Chocolate Top	26" L 26"D 27"L	\$251.00	\$301.25		
E1M	Visions, Cherry	22"L 24"D 21"H	\$154.50	\$185.25		
COCKTAIL TABLES						
C1F	Black Geo	50"L 22"D 16"H	\$178.50	\$214.25		
C1C	Chrome Geo	50"L 22"D 16"H	\$183.75	\$220.50		
C1K	Inspiration	42"L 28"D 18"H	\$223.75	\$268.50		
C1E	Silverado	36"RND 17"H	\$195.50	\$234.50		
C1D	Soho, Steel Base/Chocolate	38"L 38"D 18.5 "H	\$278.25	\$334.00		
C1M	Visions, Cherry	48"L 28"D 17"H	\$178.50	\$214.25		
CONFERENCE TABLES						
CB2	6' Graphite Nebula	72"L 36"D 29"H	\$321.50	\$385.75		
CB3	8' Graphite Nebula	96"L 36"D 28"H	\$389.75	\$467.50		
CD2	6' Grey Nebula	72"L 36"D 29"H	\$321.50	\$385.75		
CD3	8' Grey Nebula	96"L 36"D 28"H	\$389.75	\$467.50		
CB1	42" Round Graphite Nebula	42"RND 29"H	\$263.75	\$316.50		
CD1	42" Round Grey Nebula	42"RND 29"H	\$263.75	\$316.50		
CE1	Geo Square Round, Glass/Chrome	42"L 42"D 29"H	\$206.00	\$247.00		
CE2	Geo Rectangular, Glass/Chrome	60"L 36"D 29"H	\$298.25	\$358.00		
CF1	Geo Square Round, Glass/Black	42"L 42"D 29"H	\$195.50	\$234.50		
CF2	Geo Rectangular, Glass/Black	60"L 36"D 29"H	\$187.75	\$345.25		
CG1	Manhattan, Round , Glass/Black	42"RND, 29"H	\$212.25	\$254.75		
CAFÉ AND BAR TABLES						
30" Café Table with Standard Base: Please choose color		30"RND, 29"H	\$149.25	\$179.00		
Maple (ZTK) _____ Graphite Nebula (ZTJ) _____ Brushed Red (ZTB) _____ Brushed Blue (ZTC) _____						
ZTF	Metallic Silver Café table with Standard Base	30" RND 29"H	\$169.25	\$203.00		
36" Café Table with Standard Base: Please choose color		36"RND, 29"H	\$166.00	\$199.25		
Maple (ZTP) _____ Graphite Nebula (ZTN) _____ Grey Nebula (ZTM) _____						
30" Café Table with Tulip Base: Please choose color		30"RND, 29"H	\$206.00	\$247.00		
Maple (XTK) _____ Graphite Nebula (XTJ) _____ Brushed Red (XTB) _____ Brushed Blue (XTC) _____						
XTF	Metallic Silver Café table with Tulip Base	30" RND 29"H	\$227.00	\$272.25		
36" Café Table with Tulip Base: Please choose color		36"RND, 29"H	\$223.75	\$268.50		
Maple (XTP) _____ Graphite Nebula (XTN) _____ Grey Nebula (XTM) _____						
30" Bar Table with Standard Base: Please choose color		30"RND, 42"H	\$172.25	\$206.75		
Maple (VTK) _____ Graphite Nebula (VTJ) _____ Brushed Red (VTB) _____ Brushed Blue (VTC) _____						
VTF	Metallic Silver Bar Table with Standard Base	30" RND 42"H	\$195.50	\$234.50		
36" Bar Table with Standard Base: Please choose color		36"RND, 42"H	\$178.50	\$214.25		
Maple (VTP) _____ Graphite Nebula (VTN) _____ Grey Nebula (VTM) _____						

Company: _____ Booth: _____ Contact: _____ Phone: _____



Luxury Furniture Order Form III

CAFÉ AND BAR TABLES CONTINUED						
30" Bar Table with Tulip Base: Please choose color		30"RND, 42"H	\$218.50	\$262.25		
Maple (WTK) _____ Graphite Nebula (WTJ) _____ Brushed Red (WTB) _____ Brushed Blue (WTC) _____						
WTF	Metallic Silver Bar Table with Tulip Base	30" RND 42"H	\$240.50	\$288.75		
36" Bar Table with Tulip Base: Please choose color		36"RND, 42"H	\$240.50	\$288.75		
Maple (WTP) _____ Graphite Nebula (WTN) _____ Grey Nebula (WTM) _____						
CONFERENCE, STACKING & UTILITY CHAIRS						
DF1	Altura, Black Crepe, Drafting Stool	25"L 26"D 34"H	\$213.25	\$256.00		
XC6	Altura, Black Crepe	25"L 20"D 34"H	\$230.00	\$276.00		
XC4	Altura, Black Crepe, High Back	25"L 25"D 43"H Adj.	\$275.25	\$330.25		
SC5	Altura, Black Crepe, Mid Back	25"L 26"D 37"H Adj.	\$253.25	\$303.75		
SY1	Altura, Black Crepe, Task Chair	25"L 26"D 21"H	\$144.00	\$172.75		
SC2	Brewer, Grey/Chrome Base	20"L 20"D 32"H	\$123.00	\$147.50		
SC3	Brewer, Onyx/Black Base	20"L 20"D 32"H	\$123.00	\$147.50		
SC8	Flex, with wheels	24"L 22"D 31"H	\$114.50	\$137.50		
CO4	Iso, Mesh, Black	26"L 24"D 38"H	\$218.50	\$262.25		
SC4	Jetson, Black	19"L 18"D 31"H	\$131.25	\$157.50		
XC2	Luxor, Black Leather, Mid Back	27"L 28"D 41"H Adj.	\$280.50	\$336.50		
XC1	Luxor, Black Leather, High Back	27"L 28"D 47"H Adj.	\$275.25	\$330.25		
XC3	Luxor, Black Leather	27"L 28"D 40"H	\$258.50	\$310.00		
SC6	Manhattan, Oyster	26"L 22"D 34"H	\$160.75	\$193.00		
SC1	New York, Onyx/Maple Back/Chrome	23"L 32"D 33"H	\$131.25	\$157.50		
SC9	Panton, White	20"L 24"D 33"H	\$138.75	\$166.50		
SC5	Tilt Executive, Onyx Black with Arms	26"L 25"D 34"H	\$233.25	\$279.75		
BARSTOOLS						
BSS	Banana, Black/Chrome	21"L 22"D 30"H	\$176.50	\$211.75		
BST	Banana, White/Chrome	21"L 22"D 30"H	\$176.50	\$211.75		
BSL	Gin, Maple/Chrome	16"L 16"D 29"H	\$139.75	\$167.75		
BSN	Jetson, Black	18"L 19"D 29"H	\$198.50	\$238.25		
BS1	Ohio, Red/Chrome	18"RND 31"H Adj.	\$131.25	\$157.50		
BS2	Ohio, Black/Chrome	18"RND 31"H Adj.	\$131.25	\$157.50		
BS3	Ohio, Grey/Chrome	18"RND 31"H Adj.	\$131.25	\$157.50		
BSC	Oslo, White	17"L 20"D 30"H	\$183.75	\$220.50		
BSD	Oslo, Blue	17"L 20"D 30"H	\$183.75	\$220.50		
BARS						
BR1	Martini Bar Counter	50"L 50"D 47"H	\$1000.75	\$1201.00		
BRC	Martini Bar Circle (3)	100"L 100"D 47"H	\$2880.25	\$3456.25		
DESKS, CREDENZAS, BOOKCASES AND FILES						
VF2	File, Vertical, 2 Drawer	27"L 19"D 28"H	\$138.75	\$166.50		
VF4	File, Vertical, 4 Drawer	27"L 19"D 52"H	\$189.00	\$227.00		

Company: _____ Booth: _____ Contact: _____ Phone: _____



Green CA Summit 2009
 March 17-18, 2009
 Sacramento Convention Center

Luxury Furniture Order Form IV

LAMPS						
LAF	Lumalight, Red	15"L 13"D 90"H	\$230.00	\$276.00		
LAD	Lumalight, White	15"L 13"D 90"H	\$230.00	\$276.00		
LAE	Lumalight, Orange	15"L 13"D 90"H	\$230.00	\$276.00		
LA1	Pewter, Floor	58"H	\$109.25	\$131.25		
LA2	Parisian, Pewter	28"H	\$109.25	\$131.25		
TRAINING ROOM						
CP5	Computer Table, Graphite Nebula	36"L 30"D 42"H	\$287.75	\$345.25		
PO1	Podium, Lecturn, Cherry	24"L 19"D 50"H	\$217.50	\$261.00		
CP3	Training Table with Wire Grommets & Privacy	48"L 24"D 30"H	\$239.50	\$287.50		
CP4	Training Table, Connector Wedge	24"L 24"D 1"H	\$109.25	\$131.25		
WD2	Writing Desk, Graphite	48"L 24"D 30"H	\$253.25	\$303.75		
PRODUCT DISPLAY						
ET2	Etagere, Black	30"L 16"D 70"H	\$245.75	\$295.00		
ET1	Etagere, Silver Finish	30"L 16"D 70"H	\$245.75	\$295.00		
PDL	Pedestal, Black, with Locking Door	24"L 24"D 42"H	\$328.75	\$394.50		
PDH	Pedestal, Graphite Nebula	24"L 24"D 42"H	\$298.25	\$358.00		
PDF	Pedestal, Graphite Nebula	24"L 24"D 36"H	\$287.75	\$345.25		
PDK	Pedestal, Graphite Nebula	30"L 30"D 42"H	\$321.50	\$385.75		
REFRIGERATORS						
R1Q	Refrigerator, White, 4.0 cubic feet	20"L 22"D 33"H	\$200.75	\$240.75		
R1R	Refrigerator, White, 14.0 cubic feet	20"L 30"D 65"H	\$602.75	\$723.25		

Company: _____ Booth: _____ Contact: _____ Phone: _____



Rental Packages

We have numerous Rental System options that will fit your exhibit needs. We offer tabletops, back walls, Islands and much more. Please use the following form to order a Rental System or call our Exhibitor Service Department with any questions.

PACKAGE A - 150009



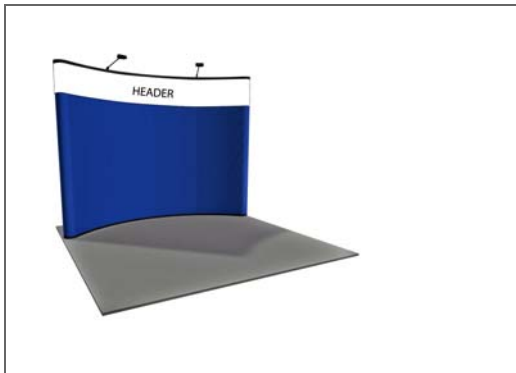
6' or 8' tabletop curve wall displays. 60" tall and either 60" or 90" in length.

PACKAGE B - 150013



Tabletop Display: Includes, (6) panels with velcro fabric, backlit header, hardware & lights.

PACKAGE C - 150014



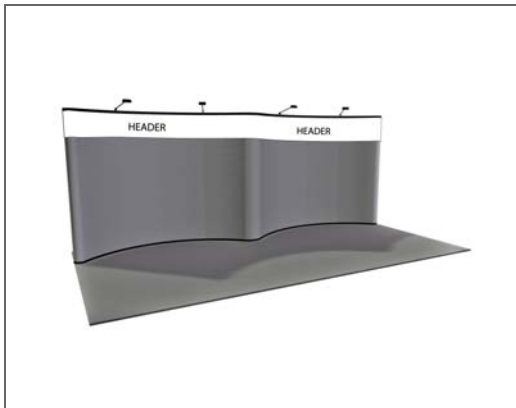
10' curve wall display. 10' wide X 8' tall with lights.

PACKAGE D - 150015



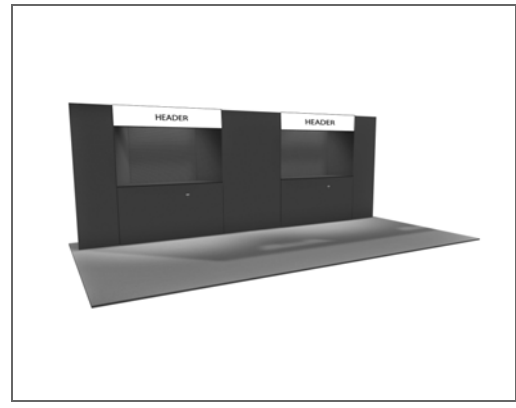
10' panel system with backlit header or spot lights. 10' wide x 90" tall.

PACKAGE E - 150016



20' gullwing configuration with lights.

PACKAGE F - 150017



20' multi-connect panel system with backlit headers or spot lights. Tower with bridge headers

Rental Package Options

Rental Packages are only available if ordered by Tuesday, March 3, 2009.

- Package "A" includes:** Installation, dismantle and standard header. 6' or 8' skirted table.
Back wall only available in black.
- Package "B" includes:** Installation, dismantle and standard header. 6' or 8' skirted table.
Back wall only available in black.
- Package "C" includes:** Installation, dismantle, standard header, carpeting and vacuuming prior to show.
Back wall only available in black.
- Package "D" includes:** Installation, dismantle, standard header, carpeting and vacuuming prior to show.
Back wall only available in black.
- Package "E" includes:** Installation, dismantle, standard header, carpeting and vacuuming prior to show.
Back wall only available in black.
- Package "F" includes:** Installation, dismantle, standard header, carpeting and vacuuming prior to show.
Back wall only available in black.

Please use the furniture order forms to order tables, chairs and any other miscellaneous items for your rental

Rental Package Options (please check off desired package and indicate color)

Package P	Package	Item #	Back wall color	Standard	Total	
	Package A	150009		\$500.00	\$	
	Check One: <input type="checkbox"/> 6' or <input type="checkbox"/> 8' skirted table					
	Package B	150013	Black	\$500.00	\$	
	Check One: <input type="checkbox"/> 6' or <input type="checkbox"/> 8' skirted table					
	Package C	150014		\$900.00	\$	
	Package D	150015	Black	\$900.00	\$	
	Package E	150016		\$2,000.00	\$	
	Package F	150017	Black	\$2,000.00	\$	

Carpet Color

■	Red
■	Forest Green
■	Burgundy
■	Royal Blue
■	Black
■	Gray
■	Plum
■	Teal

***Show colors will be chosen on orders with no preference indicated.**

** Please use colors only as a reference.*

Carpet Color Choice (Packages C, D, E and F only) _____

All Headers Must be Special Ordered

Please use the space below for the copy of your headers.

Logos

(Prices based on EPS format. Please call if you have another format)

Description	Discount	Standard	Total
One Color Logo	\$50.00	\$65.00	\$
Two Color Logo	\$75.00	\$97.50	\$
Three or More Color Logo	Please call for quote		\$

Package Total \$ _____

GRAND TOTAL \$ _____

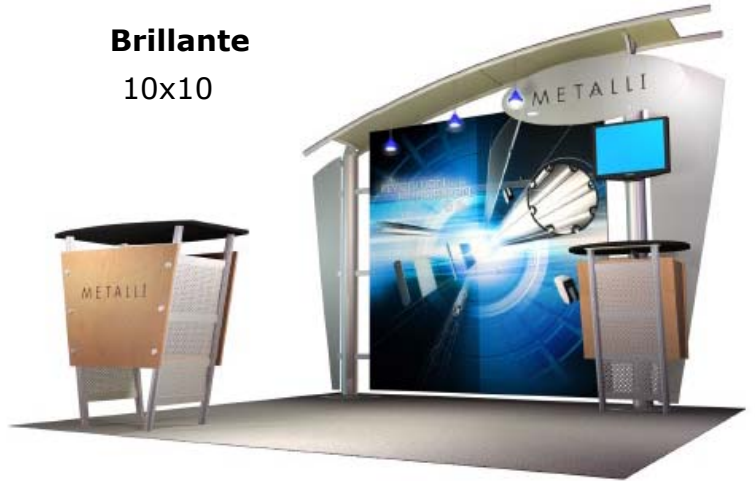
Company: _____ Booth: _____ Contact: _____ Phone: _____



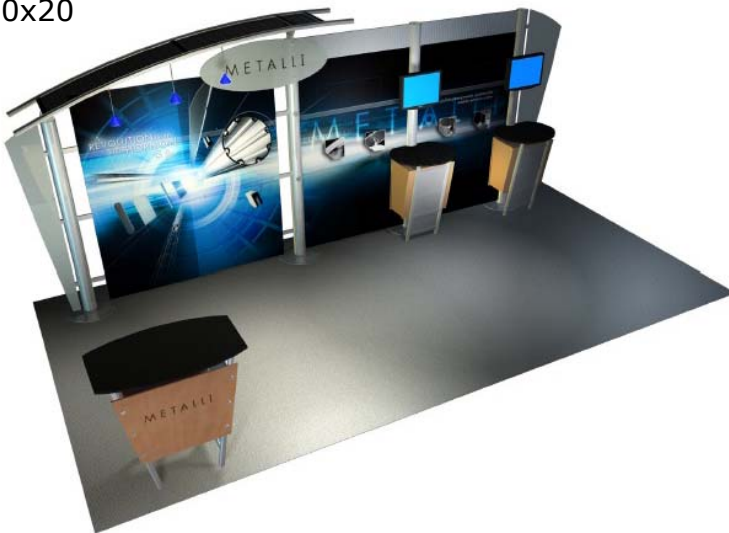
Custom Design - Metalli

Metalli is the top of the line custom booth for the exhibitor who seeks to stand out on the exhibit floor and be noticed by all.

Brillante
10x10



Superior
10x20



The **Metalli** booth presents your products and services in style and supports your effort to draw visitors into your area.

- Complete quality image
- Unique display of products & services
- Unlimited shelving & AV options
- Built-in wire management

Counters not included
See following page for rates

Maximo
20x20



Custom Design - Metalli

Discount Deadline: Tuesday, March 3, 2009

Your Metalli booth includes: Installation and dismantling, carpet and vacuuming prior to show. Counters are not included. Graphics are not included. If you would like a quote on custom graphics, please see pricing below or call 210.581.9220.

Elite Options

Item #	Description	Discount	Standard	QTY	Total
	Brillante - 10' x 10'	\$2,500.00	3,000.00	_____	\$ _____
	Superior - 10' x 20'	\$3,250.00	4,000.00	_____	\$ _____
	Maximo - 20' x 20'	\$11,500.00	\$14,375.00	_____	\$ _____
	Reception Counter	\$475.00	\$600.00	_____	\$ _____
	Peninsula Counter	\$300.00	\$400.00	_____	\$ _____

***Show colors will be chosen on orders with no preference indicated.**

Carpet Color Choice _____

Carpet Color	
	Red
	Forest Green
	Burgundy
	Royal Blue
	Black
	Gray
	Plum
	Teal

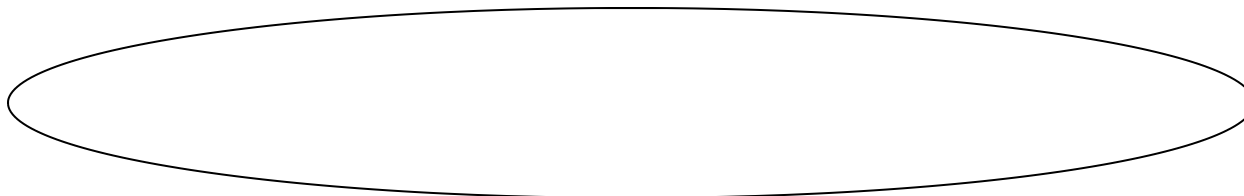
** Please use colors only as a reference.*

Use the "Furniture Order" forms to order tables, chairs and any other miscellaneous items to accentuate your Metalli booth.

Description	Discount	Standard	Total
Digital Graphics (includes substrate)	\$22.00 / sq ft	\$27.00 / sq ft	\$ _____

For graphics sizes please call 210.581.9220.

Logo Copy



Metalli Total \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____

POV - Cart Service

CDS will unload your personal vehicle (car or van), place your equipment on a flat bed cart and deliver to your booth for a **\$80.00** fee. This fee is per cartload. This service is limited to a maximum of 400lbs that can be delivered in 1 cartloads, otherwise material handling rates will apply. ***This service does not include storage of your empties.***



To qualify for this service you must arrive in a personal vehicle, no company trucks/ vans and no bob-tails. You will only be allowed to park in the POV parking that will be designated at the dock.

This service will help expedite the process and reduce your hassles. This service is also available at the end of the show. Just make the arrangements at the service desk prior to the end of the show. If you have any questions please contact our Exhibitor Service Department.

If you would like this service, please return this form with the rest of your order.

Estimated Time of Arrival _____

IN _____ x **\$80.00** = _____

OUT _____ x **\$80.00** = _____

POV Total \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Hanging Banner/Sign Order Form

Hanging Signs Equipment & Labor Rates

Lift with Crew

Straight Time	Overtime
\$285.00	\$345.00

Straight Time	Monday-Friday	8:00 am-4:30 pm
Overtime	Monday-Friday	4:31 pm-12:00 am
	Monday-Friday	prior to 8:00 am & after 4:30 pm
	Saturday/Sunday	All Day

Schedules (estimated number of hours)

Installation Estimate

Approx Hrs.	Hourly Rate	Total Estimated Cost

Dismantle Estimate

Approx. Hrs	Hourly Rate	Total Estimated Cost

Rates are per lift with a crew on a per hour basis. One hour minimum per lift with crew for installation. Half hour minimum per lift with crew for dismantle. Materials: cable, clamps, etc. additional fees will be charged accordingly. If assembly is required, please order CDS labor.

Please indicate method of supervision you require for assembly and disassembly: *(Supervision for assembly and disassembly of overhead hanging can be provided by CDS at an additional cost, or by your company representative, display house, or lighting contractor pending a "Certificate of Insurance".)*

☐ CDS

☐ Company Representative

☐ Display House/ Contractor

Instructions - Your banner must arrive by Wednesday, March 11, 2009. If these procedures are not followed, CDS can not guarantee the hanging of your banner/ sign.

- All ceiling rigging must conform to Show Management facility rules and regulations and facility limitations.
- All overhead hanging must be installed and removed by CDS. Display companies and/or I&D representatives may supervise, but will not be allowed to install or remove the hanging banner/sign. Please complete the enclosed "Display Labor" order form if you need your banner/ sign assembled.
- Set up instructions should be provided for signs requiring assembly.
- To minimize your costs hanging points should be pre-fabricated and ready for use.
- Overhead hanging banners/ signs should be sent in separate containers to advance warehouse. Please use the advanced shipping labels. Your banner/sign must be received by «Advance ship Date». Please note 'Banner' on label.
- Electrical signs must be in working condition and in accordance with the National Electric Code. Electrical Service requirements must be ordered in advance on the enclosed "Electrical Order" form.
- If any hang point supports are over 250 lbs, notify CDS immediately for special authorization.
- For signs other than banners include a blueprint or drawing with detailed information so hang points can be determined.

Placement Diagram

Use diagram below to represent your booth space. Indicate dimensions from each boundary you would like your banner/sign placed. **Note: Specified location of sign may be changed due to ceiling structure.**

ft in from back aisle _____

ft in from left aisle _____

ft in from front aisle _____

ft in from right aisle _____

Number of ft from floor to top of sign: _____



Sign/Banner description, size and weight

Type of Banner (cloth, etc): _____

Shape of Banner (square, etc): _____

Size _____ H _____ L _____ W _____

Weight of banner/sign: _____

Does your sign require electricity assembly? _____

Hanging Total \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



In-Booth Forklift Order Form

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT ORDERS.

In-booth forklift service may be required to:

- Assemble displays, or when uncrating, positioning, and re-skidding equipment and/or machinery.
- Assist in the moving of equipment and materials weighing 200 pounds or more.

Please Note:

- In-booth forklift service does not replace material handling.
- Must not require storage of empty crates, pallets or packaging.
- Unloading and loading must be done at exhibitors direction.
- If CDS Supervision is required in the absence of the exhibitor, please see labor order form.

Forklift with Operator up to 4,000 lb capacity	\$125.00 in on ST	\$165.00 in on OT
	\$125.00 out on ST	\$165.00 out on OT
Crane/Hoist up to 10,000 lb capacity	Price quote available upon request	
3 or 4 stage forklift	Price quote available upon request	

Straight Time Monday-Friday 8:00 am to 4:30 pm

Overtime Monday-Friday 4:31 pm to 7:59 am the following morning
Saturday/Sunday All Day

Items to be Moved:

Approx Weight:

Schedules (estimated number of hours)

Forklift on Inbound

Date	Start time	# of hours

Forklift on Outbound

Date	Start time	# of hours

A MINIMUM OF ONE HOUR WILL BE CHARGED PER USAGE

All rigging, labor and forklift operations **must** be confirmed at the Service Desk.
All work is to be performed under the supervision of an authorized exhibitor representative.

Very Important

All orders must be paid in advance. Orders for service will not be processed without pre-payment.
There will be a one hour charge if forklift service is pre-ordered and services are not used.

Forklift Total \$

GRAND TOTAL \$

Company: _____ Booth: _____ Contact: _____ Phone: _____



Display Labor

Rates

Straight Time	Monday-Friday	8:00 am - 4:30 pm	\$68.00
Overtime	Monday-Friday	4:31 pm - 7:59 am	\$97.50
	Saturday & Sunday	All Day	\$97.50
Double Time	Holidays	All Day	\$131.50

Minimum Charge: One hour per man

All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of \$25.00.

Labor ordered on-site will be subject to a 25% surcharge.

Type of Service

☐ **CDS Supervision** (Exhibitor does not have to be present)

CDS will proceed with your display setup unless you instruct us otherwise.
Work will be done on straight time, unless move-in/move-out schedule does not permit.

If using CDS Supervision, please complete the information below:

<input type="checkbox"/> Labor to Install	Number of Crates: _____	Self contained unit? Yes or No
	Set up plans attached? Yes or No	Photo enclosed? Yes or No
<input type="checkbox"/> Labor to Dismantle	Set-up plans in crate? Yes or No	Special instructions _____
	Carpet: ___Own ___CDS Color _____	_____
	<i>*Carpet must be ordered with 'Carpet' Form</i> _____	

If using CDS Supervision, please complete the "Instructions for Outbound Shipping" form and send with your order.

☐ **Exhibitor Supervision** (Exhibitor must pick up labor from the CDS Service Desk)

All work to be performed ONLY under the supervision of Exhibitor Representative.
Labor ordered and not called for by the exhibitor will be billed at a one (1) hour no-show charge per man. Work start time can only be guaranteed in those cases when labor is requested for the start of the workday.

Show-site representative's name and contact number: _____

Schedules (estimated number of hours)

Installation

# of men	Date	Start Time	# of hours

Dismantle

# of men	Date	Start Time	# of hours

Very Important

Please complete all outbound shipping documents at the Service Desk prior to the close of the show.

GRAND TOTAL \$

Company: _____ Booth: _____ Contact: _____ Phone: _____



Vehicle Spotting Form

Rates (per usage/per vehicle):

\$100.00 in on ST \$120.00 in on OT
\$100.00 in on ST \$120.00 in on OT

Straight Time

Monday-Friday 8:00 am - 4:30 pm

Overtime

Prior to 8:00 am & after 4:30 pm
Monday - Friday 4:31 pm - 12:00 am
Sat, Sun & Holidays All Day

HOW MANY VEHICLES: _____ ARRIVAL TIME: _____

TYPE OF VEHICLE: _____ BOOTH LOCATION: _____

FIRE MARSHAL REGULATIONS:

- A. Not more than 1/4 tank or five (5) gallons, whichever is less, or a minimum amount for vehicle positioning and driving out of the exhibit hall.
- B. Fuel tank gas cap must be locked or sealed to prevent escape of vapors.
- C. Battery cables must be disconnected from the ignition system.
- D. Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.
- E. A floor plan of the display area must be submitted at least 15 days prior to move-in for the Fire Marshal's approval.
- F. Keys to the vehicle shall remain at the exhibit area, so the vehicle can be removed in case of an emergency.
- G. Show Vehicles with LPG tanks shall not be permitted inside the exhibit area without prior approval from the Fire Marshal.

No vehicles shall be parked in designated fire lanes.

**All vehicles not on display are required to be removed from the building
prior to the opening of the event.**

All rigging, material handling, labor, forklift and vehicle spotting operations must be picked up at the Service Desk. All work is to be performed under the supervision of an authorized exhibitor representative.

Company: _____ Booth: _____ Contact: _____ Phone: _____



Outbound Shipping Instructions

Only Complete if using CDS Supervision on Dismantle Labor.

Please duplicate form for split shipments (one form for each location or one for each carrier.

of shipping labels _____

Consign to (company name): _____

Telephone: _____

Attention: _____

Address: _____ City/State/Zip: _____

Carrier: _____

Method: ☐ Air Freight _____ ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Motor Freight ☐ Van Line ☐ Other: _____
(specify level of service)

In the event your selected carrier fails to show on final move out day, please select one of the following options:

☐ Delivery back to warehouse at exhibitors expense ☐ Re-route via contractors choice

Number of Pieces	Kind of package, description of articles, special marks and exceptions	Weight <i>Subject to Correction</i>
	Crates (wooden) exhibition materials KD	
	Cartons (cardboard)	
	Fiber cases / Trunks	
	Skids / Pallets	
	Carpet (specify color)	
	Padded Display	
	Machinery	
	TOTALS	

* If the shipment moves between two ports on a carrier by water, the law requires that the Bill of Lading shall state whether it is a carrier's or shipper's weight. NOTE: Where the rate is dependent on value, shippers are required to state specifically in writing the agreed declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \$_____. This is to certify that the above named articles are properly classified, described, packaged, marked, labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

If this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: the carrier shall not make delivery of this shipment without payment of freight and all other lawful charges:

☐ Prepaid ☐ Collect _____
signature

Freight and Carrier Charges Guaranteed By: _____

(By signing this form, shipper agrees to be bound by all its terms and conditions.)

Shipper/ Exhibitor: _____ Attention: _____

Billing Address: _____

City: _____ State / Zip: _____

Shipper's/Exhibitors Signature: _____

Shipper's Exhibitor's Printed Name: _____

Phone: _____ Email Address: _____

Use CDS Logistics on your outbound shipment(s) for convenience and competitive prices.



Shipping Information

▶ ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to the move-in for the show. Shipments must arrive **Wednesday, March 11, 2009** by 4:00pm. No shipments will be received at the warehouse on weekends or holidays. To track the arrival of your shipment call: **210.581.9220**. (Receiving Hours Monday-Friday 9:00 am - 3:00 pm.)
- Shipments arriving at the warehouse after: **Wednesday, March 11, 2009** will be charged an additional 25% of the advance warehouse rate in addition to any other charges incurred.

▶ Label each item as follows: Please use the label sheets provided in this packet.

To: _____ Booth# _____ (exhibiting company name) For: Green CA Summit 2009 UPGF Warehouse c/o CDS 900 E Street West Sacramento, CA 95605

- Materials received at the warehouse will be delivered to respective booths at the convention facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Materials will then move from the booth to the dock and be reloaded on designated vehicles. Charges will be based on in-bound weight only.

▶ DIRECT SHIPPING TO SHOW-SITE

- Any shipments arriving prior to **Monday, March 16, 2009** will be refused.
- Shipments will be received during the designated move-in periods as well as throughout the event.
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for the direct deliveries to show-site.
- Weight tickets or Bills of Lading indicating weight must accompany freight delivery. The drivers signature on the

▶ Label each item as follows: Please use the label sheets provided in this packet.

To: _____ Booth# _____ (exhibiting company name) For: Green CA Summit 2009 Sacramento Convention Center c/o CDS 1400 J Street Sacramento, CA 95814

- CDS will unload shipments at show-site and deliver to respective booths. Empty containers will be removed from booth, placed in storage and returned to the booth at the close of the show. Materials will then move from the booth to the dock and be reloaded on designated vehicles. Charges will be based on in-bound weight only.

All shipments must be PREPAID, collect shipments will be REFUSED.

Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills from carriers, such as UPS and FedEx, will be delivered to the exhibitor's booth without guarantee of piece count or condition.

No liability will be assumed by CDS for these shipments.

Material Handling

The Rates below include overtime for move-out. All charges are per (100lbs) and are rounded up to the next 100lbs. There is a 200lb. minimum charge per shipment. CDS will receive advance shipments at the warehouse and will provide up to 30 day storage prior to the show. CDS will receive direct shipments at show-site on scheduled move-in days. CDS will provide delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock at the close of the show. CDS "Bill of Lading" must be filled out at close of show. **CDS REQUIRES "CREDIT CARD AUTHORIZATION" FORM BE ON FILE FOR ALL SHIPMENTS.**

► **Advance Shipments to Warehouse** - All materials shipped in advance to the warehouse must arrive by: **Wednesday, March 11, 2009.** Any shipment arriving after this date will be charged an additional 25% per cwt, \$50.00 minimum in addition to any other charges incurred.

Crated (includes cartons)

Weight of Shipment _____ cwt x **\$70.00** Per 100 lbs 200 lb minimum \$ _____

Special Handling

Weight of Shipment _____ cwt x **\$87.50** Per 100 lbs 200 lb minimum \$ _____

Uncrated (pad wrapped)

Weight of Shipment _____ cwt x **\$87.50** Per 100 lbs 200 lb minimum \$ _____

► **Direct Shipment to Show-Site** - Shipments arriving prior to **Mon, March 16, 09** will be refused. Shipments will be received during the move-in periods and throughout the event.

Crated (includes cartons)

Weight of Shipment _____ cwt x **\$70.00** Per 100 lbs 200 lb minimum \$ _____

Special Handling

Weight of Shipment _____ cwt x **\$87.50** Per 100 lbs 200 lb minimum \$ _____

Uncrated (pad wrapped)

Weight of Shipment _____ cwt x **\$87.50** Per 100 lbs 200 lb minimum \$ _____

Small Packages: Packages under 35 lbs (received from a single shipment) will be charged \$35.00 for the 1st package and \$10.00 every package after (per shipment).

Surcharges - Based upon the Material Handling Rates quoted above, a 25% overtime surcharge per cwt (100 lbs) for each occurrence, will apply if:

- Shipments are received on overtime: Monday-Friday before 8:00 am & after 4:30 pm/Saturday, Sunday, or observed union holidays
- Material is moved from warehouse to show-site on overtime due to scheduling conflicts beyond CDS control.
- Material is moved out of show-site on overtime due to scheduling conflicts beyond CDS control.

Rate Classifications

- **Crated** - This rate applies to common carriers (LTC), which maintain an established local terminal with regular routes. They accept and consolidate freight of more than one customer into one shipment headed for a particular destination.
- **Special Handling** - Shipments received un-palletized from the same location (more than 5 boxes). This rate applies to van lines- not floor loaded, company truck-pallet jack only, or privately owned vehicle POV, delivery crated materials or a common carrier with an irregular route.
- **Uncrated** - This rate applies to van lines, company truck, or privately owned vehicle (POV) delivering uncrated or unspecified mixed crated and uncrated materials (pad wrapped & loose furnishings).
- **Shipments Returned to Warehouse** - Shipments returned to warehouse at close of show will be charged \$0.25 per lb with a \$300.00 minimum. Shipments not picked up from warehouse within 72 hours will be charged for storage.

Let CDS Logistics, the preferred show carrier, assist you with your shipping requirements. Call for rates.

MATERIAL HANDLING TOTAL	\$
--------------------------------	-----------

Company: _____ Booth: _____ Contact: _____ Phone: _____





EVENTS AND EXPOSITIONS

**Advance Warehouse Shipments
Exhibit Material**

Green CA Summit 2009

Must Arrive By: Wednesday, March 11, 2009

Deliver 9:00 am - 3:00 pm M-F

Must deliver to freight dock

T0: _____

(Exhibiting Company Name)

Booth #: _____

**UPGF Warehouse
c/o CDS
900 E Street
West Sacramento, CA 95605
210.581.9220**

Carrier: _____ # of pcs: _____



EVENTS AND EXPOSITIONS

**Advance Warehouse Shipments
Exhibit Material**

Green CA Summit 2009

Must Arrive By: Wednesday, March 11, 2009

Deliver 9:00 am - 3:00 pm M-F

Must deliver to freight dock

T0: _____

(Exhibiting Company Name)

Booth #: _____

**UPGF Warehouse
c/o CDS
900 E Street
West Sacramento, CA 95605
210.581.9220**

Carrier: _____ # of pcs: _____



EVENTS AND EXPOSITIONS

**Advance Warehouse Shipments
Exhibit Material**

Green CA Summit 2009

Must Arrive By: Wednesday, March 11, 2009

Deliver 9:00 am - 3:00 pm M-F

Must deliver to freight dock

T0: _____

(Exhibiting Company Name)

Booth #: _____

**UPGF Warehouse
c/o CDS
900 E Street
West Sacramento, CA 95605
210.581.9220**

Carrier: _____ # of pcs: _____



EVENTS AND EXPOSITIONS

**Advance Warehouse Shipments
Exhibit Material**

Green CA Summit 2009

Must Arrive By: Wednesday, March 11, 2009

Deliver 9:00 am - 3:00 pm M-F

Must deliver to freight dock

T0: _____

(Exhibiting Company Name)

Booth #: _____

**UPGF Warehouse
c/o CDS
900 E Street
West Sacramento, CA 95605
210.581.9220**

Carrier: _____ # of pcs: _____



EVENTS AND EXPOSITIONS

**Direct Shipments
Exhibit Material**

Green CA Summit 2009

Must Arrive No Sooner Than:
Monday, March 16, 2009

T0: _____
(Exhibiting Company Name)

Booth #: _____

**Sacramento Convention Center
c/o CDS
1400 J Street
Sacramento, CA 95814**

Carrier: _____ # of pcs: _____



EVENTS AND EXPOSITIONS

**Direct Shipments
Exhibit Material**

Green CA Summit 2009

Must Arrive No Sooner Than:
Monday, March 16, 2009

T0: _____
(Exhibiting Company Name)

Booth #: _____

**Sacramento Convention Center
c/o CDS
1400 J Street
Sacramento, CA 95814**

Carrier: _____ # of pcs: _____



EVENTS AND EXPOSITIONS

**Direct Shipments
Exhibit Material**

Green CA Summit 2009

Must Arrive No Sooner Than:
Monday, March 16, 2009

T0: _____
(Exhibiting Company Name)

Booth #: _____

**Sacramento Convention Center
c/o CDS
1400 J Street
Sacramento, CA 95814**

Carrier: _____ # of pcs: _____



EVENTS AND EXPOSITIONS

**Direct Shipments
Exhibit Material**

Green CA Summit 2009

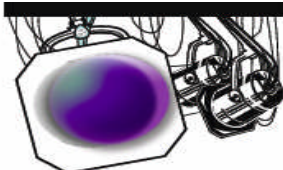
Must Arrive No Sooner Than:
Monday, March 16, 2009

T0: _____
(Exhibiting Company Name)

Booth #: _____

**Sacramento Convention Center
c/o CDS
1400 J Street
Sacramento, CA 95814**

Carrier: _____ # of pcs: _____



Ambiance Lighting Pros, Inc.

Event Technology Services

Phone: 323.254.4300 Mobile 323.528.7121 www.AmbiancePros.com

Show Name:

Show Dates

Company:			Booth # :	Show City
Street Address:				
City, State and Zip:				
Phone:			Email:	
On-Site Contact:			On Site Cell # :	
Delivery Date & Time Desired:			Pickup Date and Time	

Note: 2 hour delivery window recommended

Special Instructions

This price list is subject to inventory on hand at these brach locatons| Dallas/Fort Worth | Fresno | Las Vegas | Los Angeles/Anaheim/Ontario/Long Beach/ Pasadena/Burbank/Orange County | Phoenix | Salt Lake City | San Diego | San Francisco/Oakland/San Jose/Bay Area |

Qty	Equipment	Show Price	Extended Price	Qty	Equipment	Show Price	Extended Price
Desktop PC's / Mac				Projectors			
	Dual Core 1.8Ghz	\$ 155			7700 Lumen	\$ 1,750	
	P4 3.2Ghz	\$ 135			5000 Lumen	\$ 750	
	P4 2.4Ghz	\$ 125			3000 Lumen	\$ 350	
	Macintosh G5 Dual 2.0Ghz	\$ 245			2000 Lumen	\$ 275	
Laptops PC's / Mac					Slide Projector	\$ 60	
	Core 2 Duo 1.8Ghz	\$ 235			Overhead Projector	\$ 60	
	PM 1.6Ghz	\$ 215		Video			
	P4 3.06Ghz	\$ 185			Canon XL2 DV Cam	\$ 495	
	Mac G4 Powerbook 1.67Ghz	\$ 295			Mini-DV Camcorder	\$ 75	
Printers / Fax					Sony BetaCam SP1400	\$ 450	
	HP 4200N Laser Printer	\$ 155			Multi Format VHS (PAL/NTSC/SECAM)	\$ 175	
	HP 4050N Laser Printer	\$ 135			DVD Player	\$ 50	
	HP Color Laser Printer (17ppm)	\$ 325			27in CRT Monitor	\$ 225	
	HP Color Laser Printer (4ppm)	\$ 235		Audio / Sound			
	Desktop Copier	\$ 145			Wireless Handheld/Lavalier Mic	\$ 250	
	Fax Machine	\$ 75			Wired Handheld or Lavalier Mic	\$ 60	
Plasma / LCD Displays					JBL Eon 15 Speaker w/ Stand	\$ 150	
	61" Plasma	\$ 1,250			JBL Eon 10 Speaker w/ Stand	\$ 125	
	50" Plasma 1080P	\$ 750			Anchor 1000 Speaker Pair	\$ 120	
	50" Plasma	\$ 650			CD Player, MultiDisc	\$ 75	
	37" Plasma (4:3)	\$ 700			4 Channel Mixer	\$ 60	
	42" Plasma	\$ 475		Screens			
	40" LCD Flat Panel 1080P	\$ 650			6' or 8" Tripod	\$ 60	
	40" LCD Flat Panel	\$ 550			Large Screens, Fastfold type	Call	
	30"/32" LCD Flat Panel	\$ 395		Misc Show Items			
	24" LCD Flat Panel 1080P	\$ 225			Computer Kiosk	\$ 650	
	20" LCD Flat Panel	\$ 125			Podium (wood / plexiglass)	\$ 150	
	17" LCD Flat Panel	\$ 65			Stage Lighting	Call	
	Dual Pole Stand	\$ 75			On Site Support Labor - per hour	\$ 55	
Meeting Aids							
	Speaker Timer	\$ 75					
	Flipchart Easel	\$ 60					
	32" / 54" Cart	\$ 60					
	Tripod Easel	\$ 45					
	Laser Pointer	\$ 25					

This is only a partial list of our total inventory, please call if you do not see the items you need

Equipment Total:

ORDER NOW!

Equipment Planning Guide
Price Request

Email: DVilla@AmbiancePros.com

Add 20% if placing order after (2 WEEKS PRIOR TO SHOW):

Delivery/Pick-up : 10% of equipment total, \$95 dollar minimum:

Tax Rate : Applicable state, city, local taxes apply:

Tax Amount:

Total Order:

ELECTRICAL ORDER FORM

MAIL OR FAX TO

Questions? Visit www.edlen.com**ELECTRICAL EXHIBITION SERVICES**

129 Sylvester Road, So. San Francisco, CA 94080

Ph: (650) 225-0900 Fax (650) 225-0950

sanfrancisco@edlen.com

COMPANY:**BTH #****EVENT:** Green CA Summit**FACILITY:** Sacramento Convention Center**DATES:** March 16 - 18, 2009**EVENT#** 039094SF**ELECTRICAL OUTLETS** Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QUANTITY (For Show Hours Only)	QUANTITY (For 24hrs/day Double price)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
0 - 500 WATTS (5 AMPS)	_____	_____	96.00	144.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	181.00	272.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	212.00	318.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	243.00	366.00	_____
208 VOLT SINGLE PHASE					
5 AMPS	_____	_____	191.00	287.00	_____
10 AMPS	_____	_____	290.00	435.00	_____
15 AMPS	_____	_____	328.00	492.00	_____
20 AMPS	_____	_____	411.00	617.00	_____
30 AMPS	_____	_____	501.00	752.00	_____
60 AMPS	_____	_____	650.00	975.00	_____
100 AMPS	_____	_____	870.00	1305.00	_____
208 VOLT THREE PHASE					
5 AMPS	_____	_____	297.00	446.00	_____
10 AMPS	_____	_____	391.00	587.00	_____
15 AMPS	_____	_____	451.00	677.00	_____
20 AMPS	_____	_____	550.00	825.00	_____
30 AMPS	_____	_____	675.00	1013.00	_____
60 AMPS	_____	_____	881.00	1322.00	_____
100 AMPS	_____	_____	1129.00	1694.00	_____

TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min.**LIGHTING EQUIPMENT** (Including current consumed) Include drawing showing light location.

100 WATT ARM LIGHT 1	_____	_____	92.00	138.00	_____
120 WATT FLOOD LIGHT 2	_____	_____	92.00	138.00	_____
120 WATT DBL POLE LIGHT 2	_____	_____	138.00	207.00	_____
300 WATT FLOOD LIGHT 2	_____	_____	138.00	207.00	_____
300 WATT QUARTZ LIGHT 2	_____	_____	138.00	207.00	_____
1000 WATT QUARTZ LIGHT 3	_____	_____	579.00	869.00	_____

1. Require hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back.

MATERIAL (Electricity not included)

15' EXTENSION CORD	_____	_____	21.00	_____	_____
MULTI OUTLET STRIP	_____	_____	21.00	_____	_____

LABOR

ST (Mon - Fri 8:00 am - 3:30 pm, excluding Holidays)	_____	_____	98.00	_____	_____
OT (Mon - Fri 3:30 pm - 8:00 am, Sat, Sun & Holidays)	_____	_____	195.00	_____	_____

FOR ADVANCE PAYMENT PRICE
to apply we must receive your order,
payment and floor plan showing main
power location and distribution points
(see item #1 on reverse) prior to this

DEADLINE DATE OF: 03/02/09**Avoid Duplication !!**

If you fax this form with credit card info,
do not mail the original form or send
another form of payment.

ON LINE ORDERING

This show may be available on line.
Visit www.edlen.com. Use the event #
above as your password.

ISLAND BOOTHS

There is a minimum labor charge of (1)
hour to deliver power to all Island booths.
All additional distribution is done by Edlen
electricians on a time & material basis.

208V & HIGHER VOLTAGES

There is a minimum labor charge of (1) hour
for installation & 1/2 hour for removal of all
high voltage services. Material charges
may apply. If you require services not listed
on this form please call for a quote.

DEDICATED OUTLETS

Dedicated outlets require a 20 amp outlet.

24 HOUR SERVICES

Electricity will be turned on within 30
minutes of show opening and off within
30 minutes of show closing, show days only.
If you require power at any other time order
24 hour power at double the outlet rate.

**SEE REVERSE SIDE FOR ADDITIONAL
TERMS AND CONDITIONS**

FOR OFFICE USE ONLY

DATE RECEIVED	_____
PAYMENT METHOD	_____
AMOUNT RECEIVED	_____
RECEIPTED BY:	_____

PLACE YOUR TOTAL PAYMENT HERE

All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.

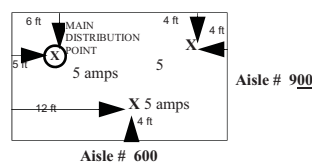
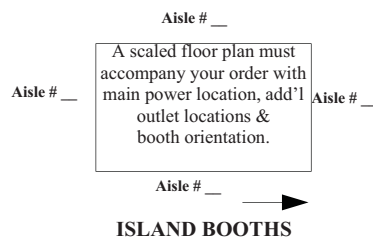
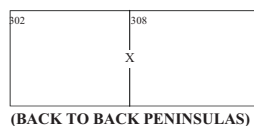
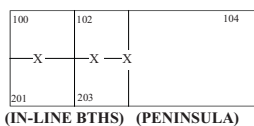
COMPANY NAME:		PHONE:		FAX:	
ADDRESS:		CITY:		ST:	ZIP:
SIGNATURE:		PRINT NAME:		Country:	
EMAIL ADDRESS:				CC VERIFICATION NO: <input type="text"/>	
PAID BY: CK AMX VISA MC DISC DINER				EXP DATE: <input type="text"/>	
CARD HOLDER SIGN:				PRINT NAME:	
CREDIT CARD BILLING ADDRESS (If different from address above)					
ADDRESS:		CITY:		ST:	ZIP:

VERY IMPORTANT TERMS & CONDITIONS

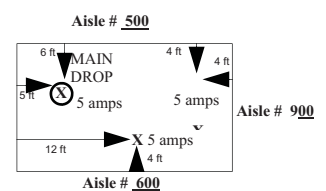
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
21. By signing this form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**



Sacramento Convention Center



Telecommunications & Internet Service Order Form

Please complete order form and fax back to 877-996-6846
Should you have any questions about our services, please call 877-966-2646



Wombo™ provides Computer Rental Services. Call for details & save on your order!

Event Name: _____ Event Date(s): _____
Company: _____ Booth Number: _____
Billing Contact: _____ Contact Email: _____
Phone Number: _____ Fax Number: _____
Address: _____ City: _____ State/Zip: _____
Onsite Technical Contact: _____ Phone: _____

TELEPHONE SERVICES	QUANTITY	RATE	TOTAL
Standard Phone Line - Includes a non-refundable \$25 Toll/ Long Distance Fee. Charges incurred over that amount will be billed separately. Please indicate use: <input type="checkbox"/> Calls <input type="checkbox"/> Modem <input type="checkbox"/> Both <input type="checkbox"/> Credit Card Machine		\$ 250.00	
Phone Instruments & System Features: <ul style="list-style-type: none"> Single Line Phone Handset Cordless Phone Handset Multi-line Phone Handset w/ Speakerphone Polycom Full Duplex Conference Phone 	 _____ _____ _____ _____	\$ 25.00 \$ 50.00 \$ 75.00 \$ 125.00	
HIGH-SPEED & WIRELESS INTERNET SERVICES	QUANTITY	RATE	TOTAL
Shared High-Speed Internet Connection (System requires Ethernet Card, includes one IP Address)		\$ 750.00	
Additional IP Addresses (Must accompany Shared High-Speed Internet Connection Order). Hub/Cables Required		\$ 150.00	
Wireless Internet Service (Requires password access) VISTA BASIC NOT SUPPORTED		\$ 300.00	
Additional Wireless Network Connection (Must accompany Wireless Internet Service Order)		\$ 100.00	
Dedicated T-1, DSL, ISDN lines (Requires 45 days notice to order)	Call for pricing and information		
EQUIPMENT RENTAL & SPECIAL SERVICES	QUANTITY	RATE	TOTAL
Desktops and Laptops		From \$150 - Call for pricing and information	
LCD and Plasma Displays		From \$150 - Call for pricing and information	
Printers and Fax Machines		From \$75 - Call for pricing and information	
Dry Pair Order & Extension of 3 rd Party Circuit: <ul style="list-style-type: none"> Extension of 3rd Party Lines from Demarc VLANs, Fiber Runs & Cross Connects 	 _____ _____	\$1,500.00 CALL	
Labor Rate (In booth networking or booth to booth cabling. Price includes cables and termination.)		\$ 125/hr (1 hr min)	
Late fee (if order is placed less than 3 business days before start date)		\$ 100.00	
GRAND TOTAL			

TERMS AND CONDITIONS

1. All Telecommunication and Internet orders are based on availability and will be accessible on the day of show only.
2. Wombo, Inc. is not responsible for loss of communication services caused by the LEC (Local Exchange Carrier) and/or Long Distance Carriers or ISP (Internet Service Providers).
3. All ISDN Lines (2B+D) will be provisioned "Intel Blue" unless otherwise specified.
4. Only Wombo personnel are authorized to modify system wiring or cabling.
5. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges may be incurred for misuse or loss of equipment.
6. All equipment rented from Wombo, Inc. must be returned at the end of the event to a Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

ORDERING INFORMATION:

1. Please provide all information requested on the form for speedy processing of your order.
2. For In booth cabling, please provide a scaled drawing of your booth indicating line placement.
3. Facility cannot be held liable for services provided by Wombo, Inc.
4. Any long distance charges for phone or ISDN services will be billed separately.
5. All prices are subject to change without notice
6. Wireless Internet Services requires us to install software on your computer. Wombo, Inc. cannot be held liable for lost data or if card is not compatible with your system. Card must be return to Wombo.

PAYMENT TERMS:

1. Full payment MUST accompany all orders.
2. Credit will not be given for service installed and not used.
3. Wombo, Inc. accepts payment in US dollars, Checks drawn on a US Bank, Wire Transfers, or the following credit cards: (AMEX, VISA, MC). Make all checks payable to: **Wombo, Inc.**
4. There will be a \$30.00 service charge for returned checks.
5. There is a late fee of \$100 if services are ordered within 3 business days for event start date.
6. All Wire Transfers must include Bank Transfer Fee of \$45.00
7. When paying by check, credit card information must be provided for incidentals.

CANCELLATION & REFUNDS:

1. Cancellations must be in writing on company letterhead. A \$100 cancellation fee applies to all processed orders. Additional fees may apply if services have been ordered to the MPOE before cancellation request have been received.
2. Refunds will be processed within 30 days of show closing.

PAYMENT INFORMATION:

☐ Credit Card (Visa / MC / AMEX)

☐ Company Check / PO

Credit Card #: _____ CVV2: _____ Exp. Date: _____

Name on Card: _____ Signature: _____

Billing Address for Card: _____ City/State/ZIP: _____

Company Name: _____ Booth #: _____

*By signing above, you have agreed to the terms and conditions of this contract. Any late charges or additional fees will be billed directly to this credit card. **Federal Tax ID #: 77-0485659***

○ **Questions regarding services – Call 877-966-2646**

○ **Faxing orders - Please dial 877-996-6846**

○ **Mailing payment – 8733 Magnolia Avenue, Suite 100, Santee, CA 92071**

○ Email us – support@wombo.com

FOR OFFICE USE ONLY:

Check Number: _____ Approval #: _____ Date: _____



Turn Leads into Sales



SMART-Lead-Devices (SLD)s

Easy as 1-2-3-4

- 1. Attendee badge is swiped (or tapped for RFID badges)*
- 2. Enter lead follow-up action codes or sales rep ID, if desired*
- 3. Your lead prints out (optional)*
- 4. Your data is saved*

The Badge

All registered show attendees are issued a credit-card size, plastic card that is encoded with their contact and demographic information.

Data Format

With the SLD-5 or SLD-3, your leads are downloaded at the end of the show. You can pick up your data or choose to have the leads e-mailed. With the SLD-2, the leads are stored directly to your hard drive.

The data is a tab-separated, standard ASCII format, which makes importing into contact management and database software programs effortless.



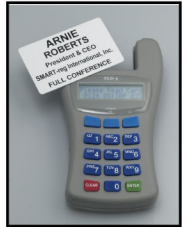
Keep Your Leads Hot!

- No need for data entry after the show
- Assure data accuracy
- Respond to prospects in a timely manner
- Measure your effectiveness with lead gathering statistics

SMART-reg INTERNATIONAL, INC

SLD-5

This hand-held, battery-powered unit reads magnetic and RFID encoded badges, collects and stores up to 3,000 leads. The unit can be customized with lead follow-up action codes. With a quick tap or swipe of the badge, attendee data is read and saved directly to the unit's memory. Exhibitors can have their leads downloaded at the close of the show onto a disk, a USB flash drive or choose to have their leads e-mailed after the show. Exhibitors also have the ability to download their leads using our exhibitor self-download station at any time during the trade show. Leads can be qualified with a maximum of five (5) two- (2) digit follow-up action codes that are created and managed by the booth staff. The ASCII tab-delimited file allows for importing into virtually all contact management, spreadsheet and database programs.



SLD-5P

SLD-5 with the added benefit of a printer. Print leads instantly or on command.
You supply: 110/220VAC, 1 amp, 1 outlet.



SLD-3

Simply insert an attendee's magnetically encoded badge into this portable, battery-powered unit. Each lead can be identified with the booth staff person who took the lead. Leads can be qualified with a maximum of five (5) two- (2) digit follow-up action codes that are created and managed by the booth staff. The leads are saved in the unit's memory and downloaded at show close or e-mailed. The ASCII tab-delimited file allows for importing into virtually all contact management, spreadsheet and database programs.



SLD-3P

SLD-3 with the added benefit of a printer. Print leads instantly or on command.
You supply: 110/220VAC, 1 amp, 1 outlet.



Download Station

Used with the SLD-5 or SLD-3, exhibitors can:

- Download data throughout the show
- Eliminate the need to wait in line for their data



SMART-Lead-Devices (SLD)s

Exhibitor Benefits

Our feature-rich devices will deliver the following benefits:

- All attendee info, sales rep, and lead follow-up action codes are saved with a time/date stamp
- Units can store up to 3,000 leads
- Ability to query for your cumulative leads captured
- Export data as often as you wish using our self-serve download station
- No need to collect business cards
- Gives you a prospect list you can follow up on immediately
- Eliminate the worry of misspelling or data inaccuracy
- Get qualified prospects - You qualify them in seconds
- No need for data entry after the show
- Ample room for handwritten notes on the lead summary form (with printer option)
- No need to ask attendee's profile information - You already have it
- Monitor your lead productivity by show date/time
- Monitor your sales rep effectiveness at the show, if desired
- Ability to do immediate mailings at the show or after
- Ample paper to print 268 leads
- Complimentary rolls of paper, if needed
- Data imported into virtually all contact management, database and spreadsheet software packages



www.SMART-reg.com
sales-dept@SMART-reg.com
Toll Free (888) 999-9169
Direct (650) 565-9200
Fax (650) 565-9300

Lead Retrieval Order Form

MAIL OR FAX THIS FORM TO:

SMART-reg International, Inc.

990 San Antonio Road
Palo Alto, CA 94303

Fax: (650) 565-9300

Phone: (650) 565-9200

email: exhibitorservices@smart-reg.com

Order online: www.smart-reg.com

Show Code: CAGreen09

Green California Summit & Exposition

March 16 - 18, 2009

Sacramento, CA

Order by February 16, 2009 for the Early Bird Discount!

Desc.	Qty.	On or Before 2/16/09	After 2/16/09	After & Onsite 3/02/09	
SLD-5	_____	\$190	\$250	\$295	_____
Portable, battery powered unit. Leads provided on a USB memory stick.					
SLD-5P	_____	\$240	\$300	\$345	_____
Portable, battery powered unit with AC powered printer. Leads provided on a USB memory stick. Printer REQ: 110V power, 1 amp					

CA Sales Tax 7.75% _____

TOTAL _____

Company _____ Booth# _____

Address _____

City _____ ST _____ Zip _____

Contact Name _____

Phone _____ Fax _____

e-mail _____

(a confirmation will be sent if e-mail address is provided)

Terms & Conditions

Full payment **MUST** be included with order to guarantee your SMART-Lead-Device.

All credit card orders **MUST** be signed by the original cardholder.

Fees collected for unclaimed or unused units are **NON-REFUNDABLE**.

A \$50 processing fee will be applied to any orders cancelled on or before two weeks of published show dates. No refunds will be issued for cancelled orders within 2 weeks of published show dates and/or onsite.

SMART-Lead-Devices NOT returned within 1 hour of show closing will be charged as NOT returned.

Your order and usage implies you have read, understand and agree to be subject to the detailed terms and conditions as described on the reverse side of this order form.

A \$500 security deposit is required on each SLD unit rented. [] A check for \$ _____ is enclosed or [] the credit card information below can be used as the security deposit. I understand that the card **WILL NOT** be charged for the security deposit now, only in the event that the unit is lost, stolen or damaged.

___ Visa/Mastercard ___ AMEX ___ Check (payable to **SMART-reg Intl.**)

*Card# _____ Exp. Date _____

Billing Address _____

City _____ ST _____ Zip _____

Cardholder's Name _____

Signature _____

****SMART-reg International** will appear on your credit card statement

SMART-Lead-Device(SLD) Terms & Conditions

All orders and use of the SMART-Lead-Devices are/is subject to the following terms and conditions:

I Orders & Deadlines

- a. Complete orders, with payment, must be submitted prior to the show to guarantee a SMART-Lead-Device.
- b. Onsite orders are on a first-come, first-serve basis.
- c. Any order form received AFTER the published Early Bird Rate will fall under the next pricing tier (by date received).

II Payment Terms

- a. Full payment (either by check or credit card) must be received prior to show to guarantee a unit.
- b. SMART-reg International will revise payment amount if different than total amount on the order form.
- c. All cancellations on or before published show dates will be subject to a \$50 cancellation processing fee. No refunds will be issued for cancelled orders within 2 weeks of published show dates and/or onsite.
- d. Unclaimed or unused units at show are NOT refundable.

III Onsite Services

- a. All orders must be picked up from the Lead Retrieval area. Units can be picked up during exhibitor move-in and the morning of the first day of show. It is highly recommended that you pickup your unit during exhibitor move-in (on the day before the show opens) to avoid any long lines.
- b. Your company representative will be given a training session on the use of the unit. It is highly recommended that a representative and not your I&D vendor picks up the unit.

IV User Terms

- a. SMART-reg International is the owner of each SMART-Lead-Device including all software and hardware at all times. If the unit(s) are not returned within 1 hour of the show closing on the last day, each unit will be charged as NOT returned. The user further agrees to pay an additional late fee of \$190 per 3 day cycle as well as any additional fees incurred by SMART-reg International to retrieve said unit (i.e. shipping charges).
- b. If any SMART-Lead-Device unit is lost, misplaced, stolen or damaged while in the user's care, the user shall be responsible for said repair costs or a \$500 replacement fee.
- c. Security deposit must be in the form of a valid credit card number or a check in the amount of the deposit. If payment is by credit card then that credit card number will act as the security deposit. If payment is by check, a credit card number OR a separate check in the amount of the deposit MUST be provided prior to receiving said unit(s). The security deposit amount is \$500 per unit. The deposit amount is not charged to the credit card nor is the deposit check deposited. Any deposit checks will be returned onsite when said unit(s) are returned on the last day of the show.

V Limitation of Liability

- a. SMART-reg International does not guarantee and shall not be held liable should the User not achieve over all success of the Exhibit with respect to the expected revenue, expected number of leads, booth traffic, ROI, profits, and attendance by using SMART-reg International's equipment or software.
- b. The User and SMART-reg International each agree to indemnify, defend and hold harmless the other party and its respective successors and permitted assigns, and its officers, directors, members, agents, employees and/or representatives from and against any claim, action, cause of action and liabilities including damages and expenses (including court costs, attorney's fees and other professional fees) which may be asserted by third parties arising out of the performance of either party's obligations pursuant to the services rendered by SMART-reg International to the User, except for the willful misconduct or gross negligence of the other party.
- c. Force Majeure shall refer to any cause or event(s) that is beyond the reasonable control of SMART-reg International, or the organizer of the conference/meeting/tradeshows, that could not have been reasonably foreseen and prevented by means reasonably available to it, and that causes the Event(s) to be either cancelled or postponed without definitely fixing a day for reconvening and this term shall include and not be limited to the acts of God, civil unrest, acts of the government, fires, flood, epidemics, strikes, lockouts, curtailment of transportation facilities or service. In such event of Force Majeure, the obligations of SMART-reg International for services not yet rendered shall become automatically terminated and all payments by the User will be refunded back to the User.

Receipt of your order, payment and usage constitutes that you have read, understood and agreed to be subject to the terms and conditions described herein.